

The Georgia Statement

An informative quarterly of policies, trends and news of all agencies and employees in state government published by the Georgia Merit System
VOLUME 1, NO. 4 OCTOBER 1999

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GMS Commissioner Marjorie Young with Charitable Contributions Chair and Department of Labor Commissioner Michael Thurmond

Merit System kicks off Charitable Contributions Campaign

Governor Roy Barnes, Honorary Chair of the Charitable Contributions Program, was the keynote speaker at the kickoff luncheon for the 1999-2000 State Charitable Contributions Program on Tuesday, August 24 at the Georgia Freight Depot. Governor Barnes challenged attendees to educate employees about the benefits of the program.

Joining Governor Barnes on the program was this year's General Campaign Chair, Labor Department Commissioner Michael Thurmond, Merit System Commissioner Marjorie Young, Atlanta City Councilman Jim Maddox, and Mark O'Connell, CEO Metro Atlanta United Way.

Two representatives of charitable organizations participating in the program were Betty Guffin of Bosom Buddies/Community Health Charities and Brian Donnelly, Make-A-Wish Foundation. Both shared personal stories about how these charitable organizations have made a difference in their lives. Ms. Guffin told of her battle with breast cancer and what the Bosom Buddies program has meant to her, and what the Charitable Contributions Program's support of this organization means to the many who benefit from the services provided by Bosom Buddies. Mr. Donnelly's poignant account of

how the Make-A-Wish Foundation granted Kristina, his daughter, her wish to be in the movies, was especially touching. She appears in Muppets in Outer Space and was also present at the kickoff event.

The speech of the day, however, belonged to Labor Department Commissioner Michael Thurmond, Chair of this year's campaign. He quoted a former president of Morehouse College, saying that in life "its not what we get, but what we give back." He drew on the biblical verse "and when you do it to the least of these, you do unto me." In pointing out the many things that the Charitable Contributions Program supports, he paraphrased a biblical quote saying "when I was a pregnant teenager, you gave me help; when I was without sight, you gave me a seeing-eye dog." He challenged all those in attendance to make this the grandest drive ever. He's committed to it!

Mark O'Connell, Chief Executive Officer of the Metro Atlanta United Way said our campaign contributions save lives and change lives. "Twenty-seven percent of state and university system employees contribute to the campaign" said O'Connell. He added that the seventy
(Continued on page 2)

The new payroll voucher explained

By now you have gotten your first pay voucher under the new Phoenix payroll system and are probably wondering about the differences. If you get your old pay stub out and compare it to the new voucher and use the graphic and legend, you'll find it much easier to understand. The important thing to know is that your pay, leave, taxes and deductions are calculated the same as the old system. Your totals will be the same. However, if you got a Pay-For-Performance increase that will be included.

First, note that leave balances shown are balances as of the date your voucher was printed. They include all leave usages entered by your agency by the print date. Forfeited annual and sick leave balances will be combined and shown as one *forfeited leave balance*. Also, leave balances will be expressed in hours and thousandths of an hour, *not* in hour and minutes. How you accrue leave in the Phoenix system depends on

(Continued on page 4)

Governor signs grievance procedure for unclassified employees

Thanks to Governor Roy Barnes unclassified employees now have a formal process to address work-related concerns. Classified employees have long had a formal grievance procedure available that provides them with an opportunity to voice their concerns regarding work issues and management decisions that affect them. Many agencies, recognizing the need for providing consistent and equitable treatment for all employees, have made a procedure available to their unclassified employees. However, the Executive Order ensures that all unclassified employees in executive branch agencies are provided with a consistent means for opening the lines of communications to

address their work issues.

Issues that may be addressed through the grievance procedure include (1) allegations of unlawful discrimination; (2) sexual or other forms of harassment; (3) erroneous, arbitrary, or capricious interpretation or application of personnel policies and procedures; (4) unsafe or unhealthy working conditions; and (5) retaliation for using the grievance procedure. Some issues are not appropriate for this process. For example, disciplinary issues, such as suspensions, demotions, disciplinary salary reductions, or separations cannot be processed through this procedure.

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percent who have not given just have not heard what they need to hear in terms of the kinds of charities that receive funding and the vital services these charities provide in communities all across Georgia. He urged all of the coordinators in attendance to get the message out. Metro Atlanta United Way provided sponsorship of the event in conjunction with Georgia Power Company.

The Charitable Contributions Program, which is administered by the Georgia Merit System, offers state and university system employees the opportunity to contribute to charitable organizations of their choice through payroll deduction. Last year's campaign generated \$2.7 in contributions, with a collective total of \$22 million being raised since the program's inception in 1982.

There are two general kinds of charities participating in the program. They are independent and federated charitable organizations. There are 37 independent organizations conducting a wide range of health, welfare and educational

programs. There are 41 federations, including 37 local United Way Funds. The 4 other federated organizations are the Georgia Black United Fund, which supports African American programs. Georgia Shares supports agencies serving those denied full participation in society based on race, gender, disability, religion, sexual orientation, age and economic status. The Environmental Fund supports agencies protecting Georgia's environment. Combined Health

Appeal supports voluntary health agencies delivering services, counseling, support and information to communities.

This year's goal is to increase participation in the program by reaching the over seventy percent of state and university system employees who are not currently participating. When you receive your pledge form and brochure for this year's campaign, look through the organizations that receive funding for one that you would like to support.

This year's charitable organizations list has been expanded to include Augusta Ronald McDonald House Charities, Georgia Center for Law in the Public Interest, Georgia Youth Science and Technology Centers, Make-A-Wish Foundation and Prison Fellowship Ministries. For information on any of the charities participating in this year's program, check out the Merit System's website at <http://www.gms.state.ga.us>, click on Employees and then click on Charitable Contributions under Benefit/Services.



Put your money where your heart is

When you give to the Charitable Contributions Program, you really help yourself. Behind every dollar is a human face. There's not a single person whose life hasn't been touched by cancer, heart disease, AIDS, crime, mental illness, disability, disaster, and on and on. With the over 900 charities that the program gives money to, everyone is benefited in some way.

Some charities are an umbrella for many charities as in the United Way organizations. Many offer several community services as with the Georgia Council on Child Abuse who is the leading non-profit dedicated to preventing child abuse. They do this through direct, community-based programs. But they also partner with professionals and families to volunteer and educate others through community awareness, education and training.

Some charities representing major illnesses such as cancer, heart disease, muscular dystrophy, kidney and lung disease need funds for research. Laboratory testing may not have the same warm and fuzzy appeal as training service dogs for the blind (another charity in the program), but where would we be without research?

Funds are allocated for refugee resettlement and employment; and support for teachers in their efforts to create environments that focus on teacher/community relationship. One United Way, the Southwest Georgia United Way, provides financial support to over 100 local health and welfare organizations in 14 counties. Funds are given to deserving students for higher education. The Prison Fellowship Ministries provides money for holiday gifts to prisoners' children. All in all, a pledge of support to the Charitable Contributions Program touches the lives of every citizen in this state.

The Georgia Statement

Volume 1, Number 4

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700 BOWEN DRIVE
ATLANTA, GA 30334

PHILIPS ARENA



Governor calls for First Small Business Conference

The findings of the Report on Minority Participation in State Government in 1997 were that 2.5 percent of the state's contracts were awarded to minority contractors. In January of this year, Governor Barnes issued an executive order recognizing the critical need for minority businesses to be integrated into the state's procurement process.

Saying that "all state agencies, authorities, commissions and institutions shall make special efforts to publicize and advertise bid opportunities to the minority business community..." In other words, Barnes wanted to expand opportunities for small and minority businesses. To this end, the first Governor's Small Business Conference was held in September. "New Leadership, New Opportunities...The Roadmap to Success."

The purpose of the conference was to inform business owners how to apply for state government contracts. Eight hundred and fifty people attended.

The conference began with one-on-one, twenty-minute sessions with

procurement agencies. There were eighty-five state, federal and local agencies, as well as, some private sector companies. Participants learned firsthand about state purchasing requirements. Also, there were assistance-agencies instructing small business owners how to write business proposals and how to apply for loans.

Irving Mitchell, Director, Business Development, says he "will work closely with the Office of Small and Minority Business Development to ensure fair and equitable opportunities across the state."

Calandria Lee, Director, Office of Small and Minority Business of the Department of Administrative Services, says this year's theme "New Leadership, New Opportunities: The Roadmap to Success, is more than a theme, it's a promise!"

The highlight was Governor Barnes' keynote address at the luncheon. He reiterated his commitment to breaking through barriers that inhibit the success of small businesses competing for contracts.

United States Savings Bonds add needed diversity to investments

The keynote speaker for the Merit System's Savings Bond Kickoff held August 25th was Dr. Donald Rataczak, Director of Economic Forecasting Center at Georgia State University. Some 40 state employees were in attendance. These folks will go back to their various departments and agencies and head the Savings Bond drive that is going on in many agencies now. In his keynote address, Dr. Rataczak said that last year, personal savings dropped from 3% to .05%. Right now it is at -1%. He sees this a serious problem. "Negative domestic savings always helps boost interest rates," he said. The government on the other hand, has gone from a borrower to a saver (surplus money.) Both of these will affect the rise of interest rates in the United States. As the Asian economies get stronger (and they are getting stronger,) they will no longer be investing in the U.S. And as the federal surpluses get used or del-

egated out, interest rates will rise, too. He predicts a ½% point rise in mortgage rates by next summer, but believes

m o r t -
g a g e
r a t e s
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½% to 7
¾% un-
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the fu-
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t h e
s t o c k
market.

D r .
Rataczak
says the last 10 years have been the best and that it can't continue. He does point out that the best investments were home equity ones. Stocks funds have yielded around 18% says Rataczak. "We've milked the stock market. And Internet stocks have topped out." All is not gloom or

doom, however. Rataczak says now is the time to diversify. While he makes no absolute predictions about

the return on stocks, he stresses that investing requires diversity.

That's just what David Heinrich, District Director of Savings Bonds, Division of U.S. Department of Treasury, echoed. He stressed that

S a v i n g s

Bonds are a stable and convenient way to diversify your savings. Through the payroll deduction program, you save a set amount at regular intervals. The advantages to Savings Bonds, he pointed out, are that they are backed by the U.S. Treasury, feature a moderate, no risk annual yield and they can be accessed. In an emergency, you wouldn't have to cash CD's or touch your pension. This is a really good way to avoid using credit cards for emergencies. There are great tax advantages to buying Bonds also. Heinrich says "become a saver before you become an investor." He suggests combining 401k plans with the purchase of Savings Bonds as a secure means of diversifying. Savings Bonds are a good complement to all other diversification vehicles according to Heinrich.



Dr. Donald Rataczak

Albany Tech's' Parker wins awards

Dr. Anthony Parker, President of Albany Technical Institute, was awarded the prestigious Pacesetter of the Year Award from the National Council for Marketing and Public Relations, District II.

Dr. Parker competed against presidents in 11 other states. District II is comprised of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia and the Bahamas.

This award is given annually to the president of a community college or technical institute who has demonstrated special leadership, support and ability in the area of college communications and marketing.

[illegible]

Check these key items on your new pay voucher

1. Employer
2. Pay group-how the payroll system combines employees of similar status in order to run payroll. Pay Begin and End Dates represent the time frame of the pay period.
3. Employee; Home address; SSN-social security number-used for informational and tax purposes.
4. Employee ID#-"primary identifier"; Department-an organizational number; Location-generally the county where you work; Job title-job title; pay rate-your salary or hourly rate for this pay period.
5. Tax Data-Federal and State of Georgia; Marital status-filing status for tax purposes; Allowances-number of allowances you have selected; Addl. Pct-additional percentage withheld; Addl. Amount-additional amount withheld.
6. Hours and Earnings-standard hours during this pay period, total earnings, and year-to-date information.
7. Tax Information-tax withholdings.
8. Non-Cash and Imputed Income-non-cash items subject to federal tax withholdings (fringes assigned a monetary value).
9. Retirement Salary-salary reported to the appropriate retirement system.
10. Before-Tax deductions-deductions that reduce gross income before taxes.
11. After-Tax Deductions- deductions that reduce gross income after taxes.
12. Totals- Current or Y-T-D totals of total gross, federal gross, MEDC gross, OASDI gross, total taxes, total deductions, and net pay.
13. Leave Balances-balances for the leave plans shown as of the date the pay voucher was printed.
14. Net Pay

how you are paid—weekly, semi-monthly, monthly or semi-monthly lag. Leave usage will not be printed.

Remember, those persons eligible for leave get 10 hours of sick leave per month and 10, 12, or 14 hours of annual leave per month depending on your length of service. It is the timing of the leave that may be different.

If you are paid monthly, you will earn all your monthly leave the night of the last day of the month if you receive pay for at least 80 hours that month. The leave is available for your use the first of the next month.

If you are paid semi-monthly and semi-monthly lag, you will earn one half of your monthly leave at the end of each semi monthly pay period if you receive pay for at least 40 hours in each pay period. The leave is available for your use the first day of the following pay period.

If you are paid weekly you will

receive pay for at least 40 hours for each half of the month; you will earn one-half of your monthly leave at the end of the second and fourth pay periods of the month. The leave is available for your use the first day of the third and first pay period.

In an effort to provide greater security of personal information, your social security number will no longer be used as the primary identifier. Instead, you will be assigned an individual employee ID number as your main identifier. Your social security number will still be on your payroll voucher; however, your employee ID number will now officially identify you within the workforce.

If you are a member of the ERS (Employee Retirement System), you have already been assigned an employee number. The Employee ID number will be the same as

your ERS number. However, if you are not a member, the Phoenix system will assign a number to you.

Your pay voucher will separate your earnings, taxes, and deductions into groups. Each item will be identified with a more descriptive title. Tax amounts may differ by a few cents due to calculation rules. Supplemental income such as Overtime Pay will be taxed at the same tax table rates as your regular salary instead of the current flat rate of 28%. If you have Earned Income Credit, it is shown in a different area. It will no longer be treated as an income amount. It will show as a negative tax deduction, which means it still adds to your net pay.

A new area will show "non-cash" items such as vehicle allowances and imputed income (FLEX life insurance over \$50,000 is subject to federal tax withholdings).

Pre-tax and after-tax deductions will be separated based on whether the deduction reduces gross income before taxes are computed or after taxes are computed. Flexible Benefit Program deductions will be printed as individual options rather than as pre-tax and after-tax totals. This means you will see individual options such as dental insurance, long-term disability, etc., listed on your pay voucher.

The new Phoenix program provides less space for job titles. Many job titles have been shortened or revised for this reason. All jobs have a code and jobs that were set up for

unclassified service or jobs that are not under Merit System rules have codes that start with "G" or "A". If your position is in one of these "A" or "G" coded job titles and the agency has not yet moved the position to a numeric job title, the word "NULL" will be printed as the job title for the time being. These changes will not affect the actual salary of an employee.

Not everything has changed. You will see basic information such as pay rate, tax information, deductions, total income, net pay and year-to-date totals will still appear on your voucher. This information provided by the Phoenix Project.

Employee Credit Unions benefit employees

State Employees Credit Unions would like to take this opportunity to urge all employees to join the union for which they are eligible. Their rates of interest paid are usually higher and the interest charged to borrowers is sometimes lower than at regular banks. Belonging to a credit union means you are an owner and by voting for a Board of Directors you can help guide your financial future. There are several state credit unions. The State Credit Union offers membership to employees who are not eligible for other state credit unions.

The State Employees Credit Union offers many benefits and would like to remind retiree's that they may continue to use the credit union even after leaving state government. One benefit of membership will be a fall credit union members-only car sale. The sale this year is October 29th and 30th at White Water Park in Marietta and will allow member to shop many new and used vehicles from different dealers.

State Employees Credit Union serves state employees other than DOT, Human Resources, Public Safety and Department of Education.

New payroll system changes little for CSB'S, Public Health Districts, and BOHCOP'S

Employees of Community Service Boards, Public Health Districts and Boards of Health Community Operated Programs will notice little change with the implementation of the new Phoenix System. Their payroll systems are not run through Phoenix. Therefore, they will not get a pay voucher. What will be different for these employees is that they will have a new ID on HR reports, job titles may be shortened or slightly changed, and the method of leave accrual has changed. See the entire article on new payroll vouchers for complete information.

Barnes appoints more women and minorities to leadership positions

Governor Roy Barnes is doing much to change the face of state government. One of his primary goals has been to insure that the state recruits, hires, compensates and promotes its employees without discrimination. He indicated that it is important to have a broad and diverse workforce that enables state government to compete in the market place for talented and motivated workers. Recognizing the need for higher percentages of women and minorities at the upper echelons of government, he directed that a survey be issued to all agencies requesting information on upper level management. Over all, there are relatively high percentages of women and minorities in the general workforce. His survey was particularly interested in employees with pay grades of 18 and above who had the authority to hire, promote and fire; supervise other supervisors, and/or had the role of reviewing manager in the Performance Management Process.

The survey (with the time period ending last year) concluded that blacks and women held fewer state jobs with the power to hire, fire or promote people. As of December 31, 1998, there were 5,313 upper-level managers. Thanks to Governor Barnes this is changing.

The percentages in all categories of upper management positions as of December 31, 1998

	number employed	%
black males	343	6.45%
black females	465	8.57%
other males	123	2.31%
other females	73	1.37%
white males	2751	51.78%
white females	1558	29.32%

* prepared by Georgia Merit System

Competency is Barnes' main criteria for hiring. In reaching his goal for the state, he has appointed many women and minorities to key, state positions. For example, forty women make up his fifty-nine person staff. The governor has said, "he wants his administration to reflect all the faces of Georgia". What he cares about is "can you do the job?" At the same time, he's making certain that if you are African American, female, or another minority you are not excluded from consideration for any state job.

Stone Mountain Ticket Special *sponsored by the State Personnel Council*

tickets:

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(and a self addressed stamped
envelope for return tickets) to:

State Personnel Council
P.O.Box 347206
Atlanta, GA 30334

Name: _____



Address: _____

Department: _____

Work Phone: _____

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**Georgia State Employees
Nights with the Thrashers!!**


Thrashers vs. Tampa Bay Lightning Wednesday, Nov. 17th @ 7:30pm or Thrashers vs. Washington Capitals Wednesday, Dec. 15th @ 7:30 pm Tickets are only \$19 (5 savings)	Nov. 17th vs. Tampa Bay No. of Tix _____ X \$19 = _____ Dec. 15th vs. Washington No. of Tix _____ X \$19 = _____ plus proc. fee + \$1.00 TOTAL = _____
---	--

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Address _____

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State _____ Zip _____ Check (Make Payable to the Atlanta Thrashers)

Day Phone _____ Evening _____ Card No. _____ Exp. _____

Signature _____

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For Information Contact us at 404-827-3333 or www.atlantathrashers.com

Tickets must be purchased by mail or FAX only. Any order received within 7 days of game will be left at will call for pickup 90 minutes prior to game time. Deadline is November 15th for Tampa Bay and December 13th for Washington.

Pay Date _____ Pay Code _____

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Address: _____

City, State, Zip: _____

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Also, issues that are being addressed through other administrative or judicial procedures cannot be processed through this procedure. To file and process a grievance, you may represent yourself or be represented by another employee within your agency.

HERE'S A BRIEF DESCRIPTION OF HOW THE PROCEDURE WORKS:

Your grievance must be filed within 10 days from the date your issue began, or you became aware of your problem. Using a Standard Grievance Form, you submit your grievance to your Grievance Coordinator. The grievance must contain a statement of the issue(s) involved, how your employment has been unfavorably affected, the relief you are seeking, and the date(s) if known, that the incident(s) or violation(s) occurred. If your issue involves the interpretation or application of policy or

procedure, you must identify the policy or procedure at issue and describe how it was incorrectly interpreted or applied. The information supplied must be as complete and descriptive as possible.

- The Grievance Coordinator has 10 workdays to review your grievance and determine whether your issue is appropriate for processing and you will be notified of the decision in writing. If the Grievance Coordinator determines that your issue is not grievable, he or she will provide you with the specific reasons for that decision.
- Within 15 workdays that your issue is a grievable issue, a Grievance Review Official will be appointed by your commissioner or director (or an appropriate official who has been delegated this responsibility). The Grievance Review Official will then conduct a grievance review within 15 workdays of the assignment. After the review has

been concluded the GRO has 10 workdays from the date of the grievance review to submit a written recommendation to your commissioner/director.

- The Commissioner/Director will review the findings and recommendation(s) of the GRO and issue a decision in writing within 10 workdays of receipt of the recommendation. The decision of the Commissioner/Director is final and will conclude the grievance process. However, issues of unlawful discrimination and alleged violations of federal laws may proceed to the appropriate federal agency.

To find out more information about this process or to review the entire Grievance Procedure, contact your personnel office. For general information, you may contact the Georgia Merit System Employee/Management Relations office at (404) 656-2740.

State of Georgia Employee Benefits

Independence Planning Seminars
Sponsored by the Employees' Retirement System of Georgia

Are you taking full advantage of your employment benefits?

To learn how, please plan to attend the E.R.S. Independence Planning Seminars. Topics typically include Retirement Benefits, Health Benefits, Flexible Benefits, and Deferred Compensation plans.

Want More?

Guest speakers will also answer questions about other critical issues such as investment planning, wills and estates, life insurance, social security benefits, and home ownership.

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If you wish to be put on our notification list, simply complete and return this coupon to E.R.S. Your name will then be put on our waiting list for a future seminar invitation. Send to: Employees Retirement System
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Atlanta, GA 30318

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 City: _____ State: _____ Zip: _____

PLEASE, DO NOT SEND ANY MONEY NOW!

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Georgia Merit System Training Calendar November 1999 – February 2000

GMS courses are offered statewide and are open to all government employees. Registration for GMS training is coordinated by agency personnel Training Officers. In addition to interagency courses, the Georgia Merit System provides training through closed sessions. These are courses conducted for a single agency to meet the specific training needs of that organization. Closed courses can be customized to meet an agency's objectives. Course descriptions, the price list for both closed and open courses, and registration forms are available from Agency Training Officers and the GMS Training and Organization Development division. Call 404-371-7371 for more information.

Management and Supervisory Development

Conducting Effective Employee Interviewing (1 Day) (\$50 Fee)
Columbus on 12/1/1999
Decatur on 12/9/1999
Jesup on 2/17/2000
Macon on 1/25/2000
Thomasville on 2/8/2000

Conducting Effective Meetings (.5 days) (\$35 Fee) (GSAMS)
Decatur on 2/25/2000
Oakwood on 2/25/2000
Thomasville on 2/25/2000

Dealing with Difficult Employee Behavior (1 Day) (\$50 Fee)
Macon on 1/26/2000
Milledgeville on 12/14/1999

Effective Team Leadership (3 Days) (\$155 Fee)
Decatur on 1/25/2000 to 1/27/2000

Georgia Performance Management Process Training (3 Days) (\$19 Fee)
Columbus on 2/8/2000 to 2/10/2000
Decatur on 12/7/1999 to 12/9/1999
Macon on 11/2/1999 to 11/4/1999
Macon on 1/25/2000 to 1/27/2000

Increasing the Effectiveness of Workplace Teams: Achieving Teamness (.5 days) (\$35 Fee) (GSAMS)
Albany on 1/14/2000
Columbus on 2/1/2000
Decatur on 1/14/2000
Decatur on 2/1/2000
Rome on 1/14/2000
Thomasville on 2/1/2000

Increasing the Effectiveness of Workplace Teams: Improving Teamwork (.5 days) (\$35 Fee) (GSAMS)
Athens on 2/24/2000
Decatur on 2/24/2000
Waycross on 2/24/2000

Legal Issues for Supervisors (.5 days) (\$35 Fee) (GSAMS)
Albany on 2/2/2000
Athens on 2/2/2000
Columbus on 2/29/2000
Decatur on 2/2/2000
Decatur on 2/29/2000
Savannah on 2/29/2000

Legal Issues for Supervisors (.5 days) (\$35 Fee)
Jesup on 1/20/2000
Milledgeville on 12/15/1999

Managing Conflict in the Workplace (1 Day) (\$50 Fee)
Thomasville on 2/9/2000

Managing a Diverse Workforce (1 Day) (\$50 Fee)
Decatur on 2/25/2000
Jesup on 2/15/2000

Maximizing the Potential of Your Employees (.5 days) (\$35 Fee) (GSAMS)
Albany on 1/20/2000
Augusta on 1/20/2000
Decatur on 1/20/2000
Decatur on 2/4/2000
Rome on 2/4/2000
Savannah on 2/4/2000

Maximizing the Potential of Your Employees (.5 days) (\$35 Fee) (GSAMS)
Columbus on 11/16/1999
Macon on 1/27/2000

Orienting the New Employee (.5 days) (\$35 Fee) (GSAMS)
Columbus on 2/10/2000
Decatur on 2/10/2000
Savannah on 2/10/2000

Preventing and Handling Sexual Harassment in the Workplace (.5 days) (\$35 Fee) (GSAMS)
Augusta on 1/11/2000
Decatur on 1/11/2000
Macon on 1/11/2000

Respect and Responsibility - A Positive Approach to Discipline (1 Day) (\$55 Fee)
Augusta on 11/18/1999

Supervising in a Challenging Environment (3 Days) (\$150 Fee)
Decatur on 12/14/1999 to 12/16/1999
Tifton on 1/11/2000 to 1/13/2000
Albany on 2/23/2000
Decatur on 2/23/2000
Rome on 2/23/2000

The FAIR Way to Manage Diversity (.5 days) (GSAMS) (\$35 Fee)

Albany on 2/23/2000
Decatur on 2/23/2000
Rome on 2/23/2000

The FAIR Way to Manage Diversity (.5 days) (\$35 Fee)
Decatur on 11/3/1999
Jesup on 11/18/1999
Thomasville on 2/10/2000

Your Supervisory Roles and Responsibilities: An Introduction (.5 days) (\$35 Fee) (GSAMS)

Albany on 1/19/2000
Columbus on 2/3/2000
Decatur on 1/19/2000
Decatur on 2/3/2000
Macon on 1/19/2000
Waycross on 2/3/2000

Your Supervisory Roles and Responsibilities: An Introduction (.5 days) (\$35 Fee)
Augusta on 11/17/1999

Dispute Resolution

Mediation Practicums (1-1/2 Days) (\$225 Fee)
Decatur on 11/16/1999 to 11/17/1999

Quality Service Georgia

Effective Team Leadership (3 Days) (\$155 Fee)
Decatur on 1/25/2000 to 1/27/2000

Government Process Improvement Simulation (3 Days) (\$215 Fee)
Decatur on 2/15/2000 to 2/17/2000

Communication Skills Development

Communication: It's More Than Talk (2 Days) (\$100 Fee)
Decatur on 1/19/2000 to 1/20/2000

Make an Effective Presentation! (4 Days) (\$235 Fee)
Decatur on 2/29/2000 to 3/3/2000

Writing That Works (1 Day) (\$70 Fee)
Decatur on 11/18/1999
Decatur on 12/2/1999
Waycross on 11/4/1999

Secretarial and Support Staff Development

Effective Telephone Management (.5 days) (\$35 Fee)
Waycross on 1/13/2000

Time Management for Secretaries (1 Day) (\$50 Fee)
Dalton on 11/3/1999

Trainer Skills Development

Presenting Effectively Over GSAMS (1-1/2 Days) (\$100 Fee)
Decatur on 2/10/2000 and 2/17/2000
Decatur on 2/17/2000

Workplace Skills Development

Meeting Customer Needs (1 Day) (\$50 Fee)
Brunswick on 2/10/2000
Milledgeville on 11/16/1999
Tennile on 12/7/1999

Recognizing and Avoiding Sexual Harassment in the Workplace (.5 days) (\$35 Fee) (GSAMS)

Columbus on 1/13/2000
Decatur on 1/13/2000
Savannah on 1/13/2000

Recognizing and Avoiding Sexual Harassment in the Workplace (.5 days) (\$35 Fee)
Decatur on 12/8/1999

The Diverse Workplace (.5 days) (\$35 Fee) (GSAMS)

Decatur on 1/12/2000
Savannah on 1/12/2000
Tifton on 1/12/2000

The R.E.A.D. Program (1 Day) (\$135 Fee)
Columbus on 1/26/2000

The Seven Habits of Highly Effective People (3 Days) (\$240 Fee)
Decatur on 2/22/2000 to 2/24/2000

Time Challenges - Time Solutions (1 Day) (\$50 Fee)
Decatur on 11/4/1999
Gainesville on 1/27/2000

The Georgia Statement

See the Hawks at the Philips and Save

See basketball played Hawks style at the new Philips Arena and get special savings if you order through the State Personnel Council. \$40 tickets will be available for \$31 and all \$20 tickets will be \$11. Order early as supplies may be limited!

Available games:



Saturday, November, 20, 1999 Hawks vs. Orlando Magic
 Saturday, December, 18, 1999 Hawks vs. Utah Jazz
 Friday, January 7, 2000, Hawks vs. Toronto Raptors
 Saturday, January 15, 2000, Hawks vs. Philadelphia 76ers
 Friday, February, 2000, Hawks vs. Portland Trailblazers

Discount Ticket Prices

Sat., 11/20/99	q \$31	q \$11	x--- = \$---
Sat., 12/18/99	q \$31	q \$11	x--- = \$---
Fri., 1/7/00	q \$31	q \$11	x--- = \$---
Sat., 1/15/00	q \$31	q \$11	x--- = \$---
Fri., 2/4/00	q \$11	q \$11	x--- = \$---

Total enclosed: _____
 Name: _____
 Address: _____
 Department: _____
 Work Phone: _____

Send order with check or money order and stamped, self addressed envelope to:
 State Personnel Council
 P.O. Box 347206
 Atlanta, GA 30334

Peace Officers Standards & Training Council wins Blue Sky Award

The metro area registered some 70 excessive ozone days this year during the smog alert season which ran from May 1 until the end of September. In fact, that was the highest number of high ozone days registered since records started being kept in 1980.

There is some good news, however. Last year's SOV (single occupancy vehicle) reduction was 20%. This year, single occupancy vehicle use was down more than 30%. A joint effort by both private and public sector organizations worked together to achieve this and the best efforts were awarded the prestigious Blue Sky Award for smog reduction. The Partnership for a Smog Free Georgia wrapped up the 1999 smog season by recognizing four employers

who implemented outstanding smog reduction programs aimed at reducing unhealthy levels of ground-level ozone in the metro area.

The Blue Sky Awards are presented each year to honor PSG partners in the 13-county non-attainment area who influence their employees to drive less and rethink how the organization performs certain operations and maintenance activities. The awards are divided into four categories because of the various challenges and opportunities facing different types and sizes of employers. Enjoying top honors were Turner Broadcasting System, Beers Construction Company, Cobb County Government and the Georgia Peace Officers Standards and Training Council.

State government is really proud of the Georgia Peace

Officers Standards & Training Council for winning this award in the small, public-sector category. With only 20 employees, the Council demonstrates how a small employer can make an impact on smog reduction. The SOV rate for the agency prior to the smog season was 80%. They were able to reduce this to 64% during the three-month smog season. Every employee worked a 4/10 schedule (four, ten-hour days) for the entire season and agreed to either not drive or carpool on days off. Personal and fleet vehicles were refueled after 6:00PM and home lawn maintenance was delayed. They were so involved in this program that some of their employees made presentations on the metro Atlanta smog problem and they passed out educational information to their audiences. Congratulations for a job well done.

Drug testing is for your safety

You might not know about the state's drug testing policy, what it's for, who gets tested and why employees are tested. It might surprise you that it is done for your safety! One of the most important things you need to know is that it is the position or the job that determines the testing, not the individual. The criteria for pre-employment and random testing is that if any aspect of a job may cause harm to self and others, then screening is required. That means high-risk positions, safety-sensitive positions and others jobs that can put people at risk are subject to testing. Pre-employment testing is required if one is to be considered for a job where attentiveness to duty in order to do no harm is a vital part. There are 57 state agencies that have positions that fall into this category. Within those agencies 31,000 jobs are subject to testing and almost 13,000 tests are done each year. Testing laws can be federally mandated, a state law or an agency requirement. Last year 172 pre-employment tests were positive and 98 employees who were randomly selected tested positive. If you are required to submit to pre-employment screening, you are also subject to random testing. Again, all of this is based your job and responsibility.

Because failure to pass a drug test will result in termination, the state goes to great lengths and expense to see that only state of the art procedures are used and confidentiality is maintained. If you are required to submit to testing, you will be directed to a specified place where staff is specially trained in procedures that assure the integrity of the sample. Samples are transmitted to labs that are certified and reviewed periodically by the US Department of Health and Human Services. All test results are first given to a Medical Review Officer (MRO) who is a medical doctor specially trained in issues of substance

abuse. This person makes the final determination. If a test is positive, the MRO is then in touch with the person who tested positive. This person then has the chance to present legitimate reasons for a positive test. For example, many prescription drugs will test positive for an opiate, which if properly prescribed are ok. If the MRO sees a valid reason for a positive test, nothing further will occur and the employer will be notified that the test was negative. No one will know that a positive result had occurred. This is an added protection for employees, even though it is a more costly method. It is more scientific and confidential. All testing of appropriate positions, and subsequently employees, are randomly selected from a computer data base. A manager or supervisor or anyone else cannot have an employee tested, unless of course, there is reasonable suspicion. Each position is subject to the computer-generated selection each time a sample is generated and any position may be selected several times. If your position is subject to drug testing, it is not uncommon to be selected on consecutive months. Remember that it is the job that the computer picks...not the person. Also note that any employee may be required to submit to testing for the presence of illegal drugs or alcohol if reasonable suspicion exists that an employee has used an illegal substance or is under the influence of an illegal substance while on duty. Any employee who refuses to take a test will be dismissed. It will be considered the same as having had a positive test.